



**REGULAR MEETING OF THE COMMON COUNCIL
MIDDLETOWN, CONNECTICUT
FEBRUARY 4, 2014
(POSTPONED FROM FEBRUARY 3, 2014)**

Regular Meeting

A Regular Meeting of the Common Council of the City of Middletown was held in the Council Chamber of the Municipal Building, on Tuesday, February 4, 2014 at 7 p.m.

Present

Mayor Daniel T. Drew, and Council Members Thomas J. Serra, Mary A. Bartolotta, Hope Kasper, Robert P. Santangelo, Grady L. Faulkner, Jr., Carl R. Chisem, Gerald E. Daley, James B. Streeto, Sebastian N. Giuliano, Deborah Kleckowski and David Bauer; Corporation Counsel Daniel B. Ryan; Sergeant-at-arms Officer; and Common Council Clerk Marie O. Norwood.

Absent

Councilwoman Sandra Russo Driska

Also Present

Hartford Courant Reporter Shawn Beals, Middletown Press Reporter Alec Gecan and 30 members of the public

Meeting Called to Order

The Chair opens the meeting at 7:01 p.m. and welcomes public to the Council meeting; he wishes everyone a Happy New Year. He asks Mr. Frank Marchese and Mr. Stephen Crouch to lead the public in the Pledge of Allegiance.

Call of Meeting Read

The Call of Meeting was read and accepted. Mayor Drew declares the Call a Legal Call and the Meeting a Legal Meeting.

Motion to Amend Agenda

Councilman Serra moves to amend the agenda by adding agenda item 10G, removing agenda item 3D, Resolution of Commendation and substituting it with Comments of Commendation relative to the Police Department by Councilwoman Kasper and adding the Middletown Grand List Report to the section on Communications and reports. He also moves to divide the question for agenda item 10F, into 10F-1 through 10F-5. His motion is seconded by Councilwoman Bartolotta. The Chair calls for discussion; seeing none, he calls for the vote. It is unanimous to approve with twelve aye votes. The Chair states the matter passes with twelve affirmative votes.

Motion to Amend

The Chair states the agenda shows items 10A through G; should it be 10H instead of 10G. Councilman Serra states yes. The Chair asks do you want to amend it to 10H instead of 10G. Councilman Serra moves the change for approval and is seconded by Councilman Streeto. The Chair calls for the vote on the amendment and it is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously.

There is no discussion on the motion as amended. The Chair calls for the vote and it is unanimous to approve with eleven aye votes. The Chair states the motion is approved unanimously with eleven aye votes. He states the agenda is accepted as amended.

Moment of Silence

Councilman Giuliano moves for a moment of silence to honor the passing of James Genovese former Deputy Chief of Police.

Agenda item 3

Agenda Item 3A

Councilman Santangelo reads and moves for approval 3A, honoring Gary Ouellette. He states the Chief could not make it this evening with the change in meeting date so I am going to read this into the record. This is a resolution honoring retiring Fire Chief Ouellette. Councilman Serra seconds the motion. The Chair states without objection, the matter is approved by acclamation.

Councilman Santangelo states during his tenure he has been the fire commissioner; Gary was easy to work with and you heard, the Fire Chief leads by example and he came through the ranks. He did it all. He has a fantastic record and he is walking away from the legacy and great tradition of the Middletown Fire Department. They continue to get better and grow. It is second to none. Their ability to do things; they are well trained and can

cover many situations. It also says a lot about our two other fire departments. We have great fire service and when you heard about Chief Ouellette that is why we have one.

Resolution No. 09-14
File Name ccgouellette2014
Description Honoring Gary Ouellette.
(Approved)

WHEREAS, Gary Ouellette was hired by the Middletown Fire Department in January, 1979 and retired on December 30, 2013; and

WHEREAS, Gary was promoted to Fire Inspector in November, 1987; in 1989, he developed and implemented Sparky, the Fire Dog Fire Prevention Program; and

WHEREAS, in 1992, Gary was instrumental in developing and implementing the City of Middletown Smoke Detector Program which is still in effect today; he received the Department's Medal for Outstanding Service for this program; and

WHEREAS, Gary received the Department's Life Saving Medal, in 1996, for the rescue of Deputy Chief Lewis from a manhole filled with superheated water during an incident call near Wesleyan University; the Connecticut State Fire Association recognized Gary, in 2001 by awarding him their Life Saving Medal for this rescue; and

WHEREAS, he became the Assistant Fire Marshall in February, 1999 and in 2000, the Deputy Fire Marshall; in 2004, Gary was promoted to the position of Fire Chief; and

WHEREAS, in 2010 he Received many Department commendations for his tireless efforts during the Kleen Energy Power Plant tragedy, including a Service Ribbon, Meritorious Service Medal as the initial commanding officer during the incident as well as for his ongoing efforts as Logistical Officer ensuring appropriate equipment and staffing during the duration of the incident and investigation; and

WHEREAS, he received a Platoon Citation for his work for the 309 South Main Street hazardous materials incident involving hydrofluoric acid found near a housing complex; in 2012, he received a Life Saving Medal for his command efforts for a high-angle rope rescue of two victims who fell 85 feet from a ledge on Besek Mountain; and

WHEREAS, Gary has served Middletown residents in the Middletown Fire Department for over thirty-four years, working to improve the Fire Department to meet Middletown's expansion as well as improving the skills of the Firefighters to meet the needs of its citizenry.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That on behalf of Middletown Residents, we congratulate Fire Chief Gary Ouellette upon his retirement from the City of Middletown. We thank him for his dedication to the education and safety of Middletown and its residents through his efforts in the Fire Marshall's Office as well as Fire Chief; his outstanding record of command service ensures a well-trained team of firefighters and officers; and

BE IT FURTHER RESOLVED: That we offer to Gary our best wishes for all his future endeavors.

Motion to Amend

Councilman Serra states seeing the crowd with children, he would like to move agenda item 10A to the presentation portion of the agenda after Councilwoman Kasper speaks. Councilman Streeto seconds the motion. There is no discussion; the Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Agenda Item 3B

Councilman Giuliano moves to the podium; he asks Council Members Daley, Santangelo, Serra, and Streeto to join him. He states I have a resolution honoring former Councilman, Board of Education member, South Fire Commissioner Jesse Salafia on his 100th birthday. These gentlemen with me were the last to serve with him. Councilman Serra served with him as Mayor and on the Council. It is only fitting they are part of the presentation. Also with us this evening is his grandson, Attorney Brett Salafia to represent the family. Attorney Salafia joins the Council members at the podium. We did our best to get 100 years on one resolution. It is the highlights. He reads the resolution and moves it for approval. Councilman Serra seconds the motion. .

Councilman Serra states Jesse held me in his lap as a little baby, honored me as little leaguer at Kiwanis; he served with me on the Council. His mantra was education. He trained the youth at his flower shop and gave great advice. If you are watching, congratulations.

Attorney Salafia states he is happy to accept this; he spent many happy hours here and he urges citizens to get involved and become part of the community.

The public rises and give Jesse Salafia a standing ovation along with the Council. The Chair states the matter passes by acclamation.

The Chair states please share our best wishes with him; it is every parent's wish to have their child live a long, happy life and we thank him for his service.

Resolution No. 10-14
File Name ccjessesalafiaon100
Description Honoring Jesse Salafia on his 100th birthday.

(Approved)

WHEREAS, Jesse J. Salafia was born January 24, 1914 to Sofia (Sequenzia) and Salvatore Salafia; he attended St. John's Parochial School and graduated from Middletown High School; Jesse married Ann Cannatta in 1958 and they have celebrated 55 years of marriage; and

WHEREAS, Jesse owned the Perennial Garden Flower Shop and Greenhouses, closing in 1997. During his ownership, Jesse employed many young Middletown students who have since become successful; and

WHEREAS, he was an active Kiwanis Club member, serving on many committees. He was the Club's secretary for over forty-two years. In 1959 he held the position of Lieutenant Governor of the Kiwanis New England District. He was the Kiwanis Club President in 1963; and

WHEREAS, he became involved with Middletown and served as the Chairman of the Conservation Commission and as a member of the Inland/Wetlands and Water Courses Agency. Jesse became involved in Middletown Politics in 1964 running for a seat on the Common Council which he held until 1969; he also ran for the Board of Education in 1971 serving through 1976 and again in 1981 until 1993; he ran for the Common Council and held a seat from 1993 until 2005. He served as Deputy Mayor from 1997 to 1999. During his tenure on the council he served as Chairman of the Personnel Review Commission, member of the Public Safety Commission, senior Services Commission, Youth Services Commission, Insurance and Claims and the Retirement Board; and

WHEREAS, Jesse also was an elected commissioner on the South Fire District Board; he held memberships in the Middlesex County Sheriff's Association, Connecticut Police Commission Association, Fraternal Order of Eagles, B.P.O.E. Elks, the Italian American Civic Order, the Italian Society, and the American Legion; and

WHEREAS, Jesse was a founding father of Middlesex Community College; he served on its Advisory Board since 1964 until his retirement; Jess earned his Associate's Degree in Political Science from here; and

WHEREAS, Jesse was a fixture at many School events including Middletown High School athletic events; his first love and commitment was to Middletown's youth and their education. He mentored many children through the years.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That we congratulate Jesse Salafia on his 100th Birthday. Jesse has been an active force in Middletown through his endeavors as a citizen, business owner, volunteer and committed elected official. Many children will remember his kindnesses shown through the years. He has spent his life time making Middletown a better place to work and live.

Agenda Item 3C

Councilman Faulkner moves to the podium and reads the resolution regarding Black History Month, February, 2014. He moves it for approval and asks to speak to it. Councilman Santangelo seconds the motion. The Chair states, without objection, the matter is approved by acclamation.

Councilman Faulkner thanks your Honor for allowing me to put this on the agenda as well as my colleagues and the emphasis on the 50th anniversary is very important; as you can see, it moves a lot of different constituencies and throughout the word. What I want to do in Middletown is encourage the African American population to get involved and help run the City. He discusses several organizations and work that is occurring and there is a need to bring more organizations together. He encourages them to get more involved and more visible in the City and city hall.

The Chair adds while we are certainly recognizing the importance of this history, but we should keep it in mind during the entire year.

Resolution No.	11-14
File Name	ccblackhistorymonth2014
Description	Commemorating February as Black History Month.

(Approved)
WHEREAS, every President since 1976 has issued a proclamation declaring February as Black History Month in the United States; and

WHEREAS, this observance began with Carter G. Woodson in 1926 for the purpose of teaching the history of African Americans to show how they are part of the American history as a whole; and

WHEREAS, this observance was created to educate the American people about African-American history, focusing and highlighting the culture, contributions and accomplishments as well as to honor the legacy of Americans of African descent at the local, national, and international level; and

WHEREAS, according to statistics released in 2010 by the U.S. Census Bureau, African Americans comprise 11% of the Middletown population and

WHEREAS, The Association for the Study of African American Life and History has chosen "Civil Rights in America" as the national theme for 2014 in honor of the 50th Anniversary of the Civil Rights Act of 1964; and.

WHEREAS, this premier civil rights legislation outlawed discrimination based on race, color, religion, sex and national origin in the areas of employment, education and voting; and

WHEREAS, Black History Month highlights the intellectual, political, military, scientific and educational achievements of Americans of African descent and the public can become part of this observance by hosting open discussions with family and friends and by locally visiting the Keigwin Middle School display on Tuesday February 4th.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That we recognize February as Black History Month and consider it a valuable approach to discover and direct focus on the African American experience and its significance in the history and future of America; and

BE IT FURTHER RESOLVED: That we encourage African Americans to continue to exercise the freedom to engage and contribute to the quality of life in the City of Middletown today and for generations to come.

Agenda Item 3D

Councilwoman Kasper comments as a member of the Common Council and Public Safety, she wishes to recognize and commend the following police officers for pursuing and apprehending two suspects who committed a bank robbery on January 27; she names Nick DeJohn and David Boyce from Central Communications for their dispatch work; off-duty Police Officer David Olszewski from Guilford officer who noticed questionable activity of the two suspects. Officer Brenda Carlone, the first to arrive when the two left the bank from the front door and Officers Brenda Carlone, August DeFrance, and Robert Kraeger for apprehending the suspects without further incident. She commends them for their actions. She thanks David Olszewski for his professionalism and Nick DeJohn and David Boyce for quick dispatching. The actions of Officers Carlone, DeFrance and Kraeger show the dedication and training and citizens should feel confident that they work continuously keeping the City safe and secure. She commends the officers who responded to Middletown High School after a threat. The Chief holds an award ceremony in May and the Council will honor those individuals. She states there are some notable investigations; one was a home investigation. Officer Kim arrived at the home where a suspect broke into an elderly person's home and started a fire. Officer Owen put out the fire. The suspect was arrested on many counts. There are a number of others that will be recognized at the Chief's ceremony in May and each and every day every shift does its job and the ones mentioned are those that have ended in positive outcomes. More officers could be recognized. The Council will recognize the awards ceremony at their June meeting

Point of Information

Councilman Serra states through Councilwoman Kasper this is on the agenda and through the caucus. The Awards Ceremony is done every year and normally doesn't get much press and the Public Safety Commission always hears this and periodically we will be doing this to let the public know the great job these officers do and that they do get recognized. I think we will be doing it in June and possibly throughout the year.

Agenda Item 10A

Councilman Chisem moves to the podium to read the agenda item 10A the naming of two soccer fields. The Chair invites Mr. Marchese and Mr. Crouch and their families to come forward. Councilman Chisem reads the resolution into the record naming soccer fields in their honor; Councilman Serra seconds the motion.

Councilman Chisem states congratulations to you both and we know you will continue to do a great job for the City. Councilman Serra states 1974 to 2014 is 40 years. As a coach at Vinal, Athletic Director, Assistant Principal, and Principal, these gentlemen were on me every day to use the fields at Vinal. He explains how the requests kept increasing and increasing the number of fields available for games. That is how dedicated these individuals are. They don't have children playing anymore and they are still there. They pushed for the new fields that we are naming. You have done a great job.

Mr. Marchese and Mr. Crouch receive a standing ovation from the Council and members of the public who are present. The Chair states to this day, these gentlemen walk the fields every game day and talk to the kids, offering tips and telling them to hustle. Your service is long and distinguished and we appreciate it.

Mr. Marchese thanks all the volunteers; it is not just a two man volunteer. The success of building six soccer fields it is a joint venture. Without the City and youth soccer, it would not have happened. It is why we succeeded. Again thanks to the City and all the volunteers that help this venture. Mr. Crouch thanks the Council; he is totally honored. He thanks his wife who fielded thousands of phone calls over the last 27 years and thanks the Council for their help. Don't be too surprised to see us asking for more later.

The Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No.	12-14
File Name	ccnamingssoccerfields2014marcheseandcrouch
Description	Approving naming one field at the Long Hill Road Soccer Facility Frank Marchese Field and one field at the Country Club Road Facility Stephen Crouch Field in honor of two leaders in the development and growth of Youth Soccer in Middletown.

(Approved)

WHEREAS, Middletown Youth Soccer was founded in 1974 offering the opportunity for Middletown children to play soccer; and

WHEREAS, in 1982, Frank Marchese began his role as President of the Middletown Youth Soccer Board, a position he held for ten years; and

WHEREAS, in 1992, Steve Crouch was elected as President of the Board, and Frank Marchese was elected to serve as Vice President, both still holding these positions to date; and

WHEREAS, both Steve and Frank have worked together to afford any child the opportunity to take part in this team sport; and

WHEREAS, through their diligence, the program has expanded to include travel and premier teams as well as recreational soccer for over 1,200 children; and

WHEREAS, both Frank and Steve were not only instrumental in developing the program but also in working with the City to see more areas developed as soccer fields to meet the needs of this growing program; and

WHEREAS, they worked with the City to complete six new fields, four at Country Club Road and two soccer fields on Long Hill Road, while also securing approvals for additional fields to be built in the future.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That the Council approves naming one field at the Long Hill Road facility Frank Marchese Field and one field at Country Club Road facility Stephen Crouch Field in honor of the two foremost forces to develop and grow soccer in Middletown.

<u>Agenda Item</u>	<u>4</u>
Description	Minutes

The minutes of the regular January 6, 2014 at 7 p.m. and special meetings of January 6, 2014 at 6 p.m., January 6, 2014 at 6:45 p.m. and January 9, 2014 at 7 p.m., having been deposited with the Mayor and Corporation Counsel and copies of the same having been served on each and every Council Member, the reading of the same having been dispensed with, Councilman Serra moves them for approval and Councilwoman Bartolotta seconds the motion. There is no discussion. The vote is called and it is unanimous to approve with eleven aye votes. Councilwoman Russo Driska is absent. The Chair states the matters pass unanimously with eleven affirmative votes.

Agenda Item **5**

Public Hearing Opens

The Chair opens the public hearing on agenda items and the bond ordinance at 7:35 p.m.

Ken McClellan comes forward to speak as Chair of the Republican Town Committee and asks for the Council's support and approval for the assignment of the Planning and Zoning vacancy seat to Vin Szykowski. He has known him for several years and before he ran for office he was educating himself on planning and zoning and land use issues. He was our candidate.. He will be a positive asset.

Molly Salafia, Vice Chair of the Planning and Zoning Commission hopes the Council votes in favor of Mr. Szykowski; it will be a pleasure to have him on the Commission. We have a great board, past members and new members. He will be an asset to us.

Agenda Item **6**

Public Hearing Closes

The Chair closes the public hearing at 7:37 p.m.

Agenda Item 7
Appropriation Requests

The Council Clerk reads the Appropriation Requests and the Certificate of Director of Finance:



CITY OF MIDDLETOWN

MAYOR'S OFFICE
MUNICIPAL BUILDING

NOTICE OF PUBLIC HEARING

Notice is hereby given that a regular meeting of the Common Council of the City of Middletown will be held in the Council Chamber of the Municipal Building on Monday, February 3, 2014 at 7 p.m. to consider and act upon the following:

Central Communications \$14,300, Account 1000-18700-51110, Salaries and Waters,
FT Permanent, General Fund.

Fire Department	\$25,000, Account No. 2010-50000-59600-0500, Fire CNR Contribution, Fire Fund Balance.
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General Counsel \$60,000, Account No. 1000-06000-55133-0050, MPD
Independent Investigation.

Board of Education	\$386,000, Account No. 1000-27000-57010, Grant Line, General Fund.
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Any and all persons interested may appear and be heard.

ATTEST:


MAYOR DANIEL T. DREW
Mayor

Dated at Middletown, Connecticut, this 24th day of January, 2014.
The Council Chamber is wheelchair accessible. If you require special accommodations for any meeting, please call the (860) 336-4512 (TDD/TTY) or the Town Clerk's Office at (860) 336-4810 at least ten days prior to the scheduled meeting.

MEMORANDUM

TO: His Honor, Mayor Daniel T. Drow and
Members of the Common Council

FROM: Finance Department

DATE: January 31, 2014

RE: Certification of Funds

This is to certify that funds sufficient to meet the appropriations requested at your meeting on February 3, 2014 are available as follows:

General Fund	\$480,300
Fire Fund	\$25,000

Respectfully submitted,

Carl Frischer
Director of Finance

Rec'd
2/11/14
JLW

Agenda Item 7A

Councilman Faulkner reads and moves for approval agenda item 7A, an appropriation request for Central Communications. Councilman Serra seconds the motion. There is no discussion. The Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes. Councilwoman Russo Driska is absent from the meeting.

Central Communications \$14,300, Account No. 1000-18700-51110, Salaries and Wages, FT Permanent, General Fund.

(Approved)

Agenda Item 7B

Councilman Santangelo reads the \$25,000 appropriation request for the Fire Department and moves it for approval. Councilman Streeto seconds the motion. There is no discussion. The Chair calls for the vote and it is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes. Councilwoman Russo Driska is absent from the meeting.

Fire Department \$25,000, Account No. 2010-50000-59500-0500, Fire CNR Contribution, Fire Fund Balance.

(Approved)

Agenda Item 7C

Councilwoman Bartolotta reads the Office of General Counsel's appropriation request for \$60,000; she moves it for approval and it is seconded by Councilman Santangelo. The Chair calls for discussion; hearing none, he calls for the vote. It is unanimous to approve with eleven aye votes. Councilwoman Russo Driska is absent. The Chair states the matter passes unanimously with eleven affirmative votes.

General Counsel Office \$60,000, Account No. 1000-05000-55133-0050, MPD Independent Investigation, General Fund.

(Approved)

Agenda Item 7D

Councilwoman Kasper reads the appropriation request for the Board of Education and moves it for approval; her motion is seconded by Councilman Faulkner. The vote is called and the matter passes unanimously with eleven aye votes. Councilwoman Russo Driska is absent. The Chair states the matter passes unanimously with eleven affirmative votes.

Board of Education \$386,000, Account No. 1000-27000-57010, Grant Line, General Fund.

(Approved)

Agenda Item 8

Councilman Serra reads and moves for approval agenda items 8A, 8B, 8C, 8D, 8E, 8F, and 8G; his motion is seconded by Councilman Streeto. The Chair, hearing no discussion, calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matters pass unanimously with eleven affirmative votes.

Agenda Item 8A Town Clerk's Certificate
(Approved)



City of Middletown
 City & Town Clerk's Office
 245 deKoven Drive
 Middletown, CT 06457

January 27, 2014

I, Linda Betancourt, City and Town Clerk of the City of Middletown, and custodian of the records and seal thereof, hereby certify that all ordinances and appropriations passed and adopted at the regular meeting of the Common Council on January 6, 2014 at 7:00 p.m. and the special meetings on January 4, 2014 at 6:00 p.m. and 6:45 p.m., and on January 5, 2014, at 7:00 p.m., have been advertised in the local newspaper.

Attest:

Linda Betancourt
 Linda Betancourt
 City & Town Clerk

Dated at Middletown, Connecticut, this 27th day of January 2014.

♦Phone (860) 638-4910

♦Fax (860) 638-1970

♦TDD (860) 638-4812

Agenda Item 8B Monthly Reports
(Approved) Finance Department – Transfer Report to January 20, 2014

Agenda Item 8C Grant Confirmation and Approval
(Approved) Board of Education
Name of Grant: As Listed Below
Amount: \$491,811.74
Code: 2450-33000-59405-X-03025
Grant Period: **From:** 7/1/2013 **To:** 6/30/201
Type of

Amount Loaned from General \$0.00

Department Administering Middletown Board of Education

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

Description of services to be provided by this 774 - High Quality Schools & Common Core \$91,091; 841 - Special Ed Medicaid \$1,062.90; 852 - Universal Service Fund \$20; 857 - CDBG-Accessibility Project \$38,246.04; 894 - Swaim Strings Program \$10,080; 700 - Food Services Receipts \$36,172.60; 801 - Retirees/Cobra Insurance \$232,822.49; 803 - Workers' Compensation \$1,357.79; 804 - Preschool Program Fees \$9,979; 807 - Aetna Classified \$2,388.48; 809 - Maintenance/Rentals \$19,267.24; 823 - Central Office Receipts \$3,300.54; 833 - Adult Ed Receipts \$3,350; 893 - Fingerprinting Receipts \$214.50; 895 - Special Ed-Tuition Reimbursement \$30,159.16; 898 - Student Activities-M.H.S. \$12,000; 902 - Student Activities-W.W.M.S. \$300 Total Special Programs Through 12/16/2013 \$11,041,204.76 ADDITIONS \$491,811.74 Total Special Programs Through 1/13/2014 \$11,533,016.50

Requested by: Patricia Charles, ED.D.

Agenda Item 8D Human Relations Department
(Approved) 1st Quarter Hiring Report

Agenda Item 8E Emergency Purchase
(Approved) Fire Department, Honeywell repair clogged pipes

Agenda Item 8F Emergency Purchase
(Approved) Public Works Department, Central CT Tank Fabrication & Truck Repair LLC
Vac-All Machine Repairs

Agenda Item 8G Eckersley-Hall Building Committee Report
(Approved)

Agenda Item 8H Grand List – Tax Assessor

Agenda Item 9**Point of Order**

Councilman Faulkner asks if there was an opening of the hearing on the bond under item 5; the Chair states it is only a public hearing

Motion to Reopen

Councilman Giuliano states I move to reopen the public hearing on the bond ordinance and close it; the Chair states he mentioned it when he opened the public hearing, he said it was also for the bond ordinance.

Councilman Giuliano states he wants to be sure the public had the chance to speak; Councilman Serra seconds the motion. Councilman Daley states it is confusing because it is two different items. The Chair states it was called and asks if there is discussion to reopen. Hearing none, he calls for the vote. It is unanimous to approve reopening the public hearing with eleven affirmative votes.

Public Hearing Reopens

The Chair opens the public hearing at 7:43 p.m. He asks if there are members of the public wishing to speak to the bond ordinance.

Public Hearing Closes

The Chair, seeing no members of the public wishing to address the issue, closes the public hearing at 7:44 p.m.

Agenda item 9

Councilman Serra moves for the payment of all City bills when properly approved; Councilwoman Kasper seconds the motion. Hearing no discussion, the Chair calls for the vote on this matter. It is ten aye votes by Council Members Serra, Bartolotta, Kasper, Santangelo, Faulkner, Chisem, Daley, Streeto, Giuliano, and Kleckowski; and one nay vote by Councilman Bauer. The Chair states the matter passes with ten affirmative votes and one in opposition.

**Agenda Item 10
Resolutions and Ordinances****Agenda Item 10A**

This item was considered under Agenda Item 3

Agenda Item 10B

Councilman Bauer reads the resolution to appoint Vincent Szykowski to the Planning and Zoning Commission and moves it for approval. Councilman Serra seconds the motion. There is no discussion. The Chair calls for the vote and it is unanimous to approve with eleven aye votes. Councilwoman Russo Driska is absent. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No. 13-14

File Name ccszynkowiczapptopandzforsimpson

Description Approving the appointment of Vincent Szykowicz to fill the unexpired term of Robert Simpson a regular member of the Planning and Zoning Commission to November 14, 2017.

(Approved)

WHEREAS, Robert Simpson, a member of the Planning and Zoning Commission has resigned effective January 13, 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:

That Vincent Szykowicz be appointed to fill the vacancy to a term of November 14, 2017.

Agenda Item 10C

Councilwoman Bartolotta moves the appointment of Robert Blanchard to fill the unexpired term of alternate member of the Planning and Zoning Commission, Gary Faraci for approval; her motion is seconded by Councilman Santangelo. There is no discussion. The vote is called and it is unanimous to approve with eleven aye votes. Councilwoman Russo Driska is absent. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No. 14-14

File Name ccblanchardapptpandzalterateforfaraci

Description Approving the appointment of Robert Blanchard to fill the unexpired term of Gary Faraci, alternate member of the Planning and Zoning Commission to November 13, 2015.

(Approved)

WHEREAS, Gary Faraci, a member of the Planning and Zoning Commission has resigned effective January 17, 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:

That Robert Blanchard be appointed to fill the vacancy to a term of November 13, 2015.

Agenda Item 10D

Councilman Daley reads and moves for approval agenda item 10D, amendments to the job description of the Personnel Assistant to Human Resources Generalist. His motion is seconded by Councilman Serra.

Motion to Postpone

Councilwoman Kasper states this should be postponed and I move to table this until the conclusion of the job study. Councilman Bauer seconds the motion.

Point of Information

Councilman Giuliano asks if this is a motion to postpone indefinitely. Councilwoman Kasper responds it is definite; it is at the conclusion of the job study. There are many job duties taken out and the labor grade went up. We should make a decision at the conclusion of the study.

Councilman Giuliano states he wants to clarify the effect of the motion, since they do not know when the study will be done; is this a motion to postpone indefinitely since it is not date certain. Corporation Counsel responds it would be, if no specific date is given. Councilman Streeto states he believes it is a non debatable motion. Corporation Counsel Ryan rules it is non debatable. The Chair makes the point that this is something we discussed and Councilman Giuliano brings up an excellent point and without the certainty of not knowing when the report will be concluded it will hamper the department.

Corporation Counsel states under Robert’s Rules of Order to postpone to a certain time would be debatable, but since there is not a time certain, it is my belief it is not debatable. Councilman Bauer asks if it is postponed to date certain can the completion of the study constitute a date certain. The Chair states we don’t have a date. Corporation Counsel has ruled on this.

The Chair calls for the vote on the motion to Postpone Indefinitely. It is four aye votes by Council members Kasper, Giuliano, Kleckowski, and Bauer and seven nay votes by Council Members Serra, Bartolotta, Santangelo, Faulkner, Chisem, Daley, and Streeto. The Chair states the matter fails with four in favor and seven in opposition. Councilman Daley is recognized and states there are many deletions and there are many additions and that warrants the reclassification. He discusses some of the changes. He urges his colleagues to support this and the compensation level at \$21.75 puts it into the low to mid \$40,000 for an annual salary and that is in line and not exorbitant for the duties associated with the job and it was recommended by the General Counsel Commission the successor commission to the Personnel Review Commission.

Councilman Streeto states he will support this and acknowledges Councilwoman Kasper’s position regarding the job study, but the City having invested authority and discretion with the authority to do this, we as a body should carry this through and show good faith with the Union. Based on the uniform approvals down the road and that there is nothing untoward with the adjustments, under the circumstances the most expeditious thing to do is move them all forward this evening.

Councilwoman Kasper states she heard talk about training and that is in other employee job descriptions and it is in management and now we will have a third person involved in training and I would like to wait until the job study is complete; there is potential that it will come back different. Maximus is antiquated and we questioned whether the calculations are correct and she urges her colleagues not to support it. If it comes back red-circled, we will have someone in the job paid at the higher amount. She will not support this.

Councilman Serra states we have as a Council confirmed the contracts and it has labor management and this went through commissions and we should approve it. Councilwoman Kasper responds this is non-bargaining and there is no contract.

The Chair calls for the vote and it is nine aye votes by Council Members Serra, Bartolotta, Santangelo, Faulkner, Chisem, Daley, Streeto, Giuliano, and Kleckowski and two nay votes by Council Members Kasper and Bauer. The Chair states the matter passes with nine affirmative votes and two in opposition.

Resolution No.	15-14
File Name	gcchumanresourcegeneralist
Description	Approving amending and renaming the position of Personnel Assistant to Human Resources Generalist (Non-bargaining, Salary Grade 10, \$21.75 - \$32.19) for inclusion in the Classification Plan and approving removing the position of Personnel Assistant.

(Approved)

WHEREAS, the merger of the former personnel department and legal services into the Office of the General Counsel had been approved; and

WHEREAS, the position of Personnel Assistant (Non-bargaining, Salary grade 9 (\$20.23-\$29.94) has been reviewed and revised to Human Resources Generalist (Non-bargaining, Salary grade 10, \$21.75 - \$32.19);

NOW THEREFORE, Be it resolved by the Common Council of the City of Middletown: that the position of Human Resources Generalist and the removal of the Personnel Assistant job description from the classification plan shall be approved and effective upon adoption.

Fiscal Impact: None. The position is budgeted.

Position Description

Title:	Personnel Assistant Human Resources Generalist
Department:	Personnel Office of the General Counsel

Date:	March 2001	Revised 4/02	Non-Bargaining
	Revised January 2014	Salary Grade: 9 10	

Purpose of Position

The purpose of this position is to perform complex and confidential administrative and secretarial functions under general direction in support of the ~~Department Head/Director~~ Office of General Counsel and the Human Resources Director; and to administer Civil Service testing.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Schedules, administers and monitors tests for clerical, secretarial and custodial positions; notifies candidates; records and corrects tests. Assists with the administration of entry level written exams, schedules post-offer polygraphs and psychological tests for Police and Fire applicants. Processes physical ability for Fire and Police applicants; schedules polygraph and psychological tests.
- Maintains all position description files within the classification plan, including changes, additions and deletions as directed by Common Council resolution.
- Prepares for all onboarding functions including scheduling of pre-employment physicals and drug screens, preparation of new employee forms, preparation of Notice of Appointments and confirmation letters for Mayoral signature, preparation of new employee orientation packets and reviews with employees, and data entry of all new employee information into the HR Source system.
- Prepares, transcribes, types and prepares correspondence and documents from rough notes, dictation and transcription equipment; prepares and types a variety of reports, records, documents and correspondence. May compose correspondence and other materials.
- Assists in the preparation of the annual department budget; pays bills and monitors expenditures; prepares purchase orders, transfer of funds and additional appropriations. ~~May assist in the preparation of the annual report.~~
- ~~Develops and maintains Affirmative Action quarterly statistics report and AA year end reports; maintains AA files; prepares narrative and statistical reports for Director, Mayor's Office and City unions; prepares job vacancy report for Director.~~
- Provides technical support in computer programs for the department. Develops and maintains confidential/restricted files, records, logs and databases; creates new and purges old files; oversees the destruction of department files. May maintain and update manuals, handbooks or brochures. Performs data entry functions. Assists with automation of records and produces reports from same.
- Responsible for the administration and maintenance of the photo identification system.
- Prepares all vacation shutdown claim slips and all pink slips required for unemployment compensation benefits for Crossing Guards and/or terminated employees.
- Responds to surveys received from other towns and organizations; and may research a variety of issues.
- ~~Researches a variety of issues for the Director and/or other department personnel.~~
- Schedules and coordinates training, meetings and events. Coordinates various office functions, including tracking, monitoring, and setting up general and specialized training for City employees; may provide training directly in addition to outsourcing such training.
- Prepares all eligibility lists and tabulates scores. ~~Prepares notice of appointments for Mayor's signature; May prepare and distributes Personnel Review Commission agenda and minutes; prepares resolutions for Common Council approval.~~
- Observes strict confidentiality in maintaining restricted records and files.
- Answers phones and provides assistance; responds to inquiries; takes and relays messages. Meets with employees and the public and provides information on department or City procedures; may contact other municipalities and outside agencies regarding department functions.
- Opens, date stamps, processes and distributes mail; prepares items for mail and prepares bulk mailings.
- Orders office supplies and maintains and monitors inventory; may take annual inventory. May coordinate maintenance and repair of office equipment.
- ~~Process new employee forms, prepare packets; schedule physicals, notify supervisors of drug tests, etc for personnel purposes.~~
- ~~May provide secretarial services to assigned boards or commissions.~~
- ~~Assigns work to clerical staff.~~
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Secretarial Science or a related field with three years of related ~~secretarial~~ human resources and administrative experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agenda Item 10E
Councilman Chisem reads and moves for approval agenda item 10E, amendments to the job description for the Manager of Senior Services. Councilman Santangelo seconds the motion. There is no discussion.

The vote is called and it is unanimous to approve with eleven aye votes. Councilwoman Russo Driska is absent from the meeting. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No. 16-14
File Name Gccmgrsrsrcsjobdescrip
Description Approving creating a new position entitled Manager of Senior Services, Teamsters, Salary Grade 13, \$27.03 - \$39.99, 40 hours for inclusion in the Classified Plan with said position effective on approval.

(Approved)
WHEREAS, a newly created department named the Recreation and Community Services Department was approved by the Common Council at its meeting on September 3, 2013; and,

WHEREAS, the creation of a new position titled Manager of Senior Services (Teamsters, salary grade 13, \$27.03 - \$39.99, 40 hours) has been reviewed;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the new job description for Manager of Senior Services is hereby approved and shall become effective upon adoption.

Fiscal Impact: \$19,462 (March 1 – June 30, 2014)

Position Description

Title:	Manager of Senior Services (NEW POSITION)
Department:	Recreation and Community Services
Date:	January 2014
	Salary: Grade 13 - Teamsters

Purpose of Position

The purpose of this position is to plan, develop and supervise a comprehensive program of activities and services for Middletown senior citizens; and to assist in administering the daily operation of the Middletown Senior/Community Center for Eckersley Hall. The work is performed under the direction of the Director of Recreation and Community Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist with the development and implementation of recreational and instructional programs for the aging population in Middletown. Evaluates current programs and makes changes/adaptions as necessary.
- Manages the overall planning and implementation of various programs and services; Directly supervises the planning of activities and programs with professional and non-professional staff and volunteers.
- Manages and supervises department division employees; identifies and coordinates training and instruction
- Oversees and manages the work of ADA compliance officer. Assists the city ADA compliance officer to find resolution for ADA issues in the City.
- Prepares annual budget recommendations and implements planned work and activities including training.
- Prepares monthly financial and statistical reports. Responsible for comprehensive public information programming including publicity and public presentations. Oversees all marketing and publicity efforts. Prepares and reviews news releases, brochure information public relations campaigns and related information.
- Assists the Director with the management of the senior/community center building and facilities, including senior center vehicles.
- Oversees the senior/community center transportation network with other social and not-for-profit organizations and Middletown Area Transit.
- Actively seeks new funding opportunities such as grants and fee-for-services programs and facility rentals.
- Maintains liaison with various community groups, clubs, agencies and departments both local and state-wide to remain current in issues facing the aging population in Middletown.
- Reviews and evaluates programs and activities as needed.
- Oversees senior/community center volunteers, in conjunction with the state, coordinates a volunteer recognition program; and,
- Performs other related work, as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Gerontology, social work, recreation or a related field with four (4) years of progressively responsible administrative and program development/managerial experience with an emphasis on the needs of the aging population; or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Connecticut driver's license is required. Valid certification in standard Red Cross First Aid and CPR is desired. Knowledge of the Older American's Act, National Council on the Aging and the National Institute of Senior Centers is preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversees the execution of these decisions.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as budgets, contracts, grants, applications, brochures and flyers, schedules, evaluations, manuals, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the director and all division staff, other City departments, vendors, local, state and federal agencies, senior citizens, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals and use basic computer applications such as excel.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agenda Item 10F

Under Item 2. Accept/Amend the Agenda, this item was divided to act on each job description separately.

Agenda Item 10F-1

Councilwoman Bartolotta reads and moves for approval agenda item 10F-1, amendments to the job description for the Clerk to the Common Council; her motion is seconded by Councilman Santangelo.

Motion to Amend

Councilwoman Kasper moves to amend the job description, in the eighth bullet on the first page, Provides research and may perform special projects, remove for the Mayor's Office and City Departments and replace with Common Council. Councilwoman Bartolotta seconds the motion.

The Chair calls for the vote on the amendment. It is ten aye votes by Council Members Serra, Bartolotta, Kasper, Santangelo, Faulkner, Chisem, Daley, Streeto, Giuliano, and Kleckowski; and one nay vote by Councilman Bauer. The Chair states the amendment is approved.

Councilman Bauer is recognized and states this resolution has been split out and when he came here it was going to be one for all the job descriptions. We have heard a lot about the Council's responsibility and the internal process and my colleague, Councilman Streeto talked about how we need to stand up for the Union and I haven't heard anyone say for the taxpayer;. A lot of them are having real issues with their ability to pay and when I add up the issue and it has been a full decade since a formal classification study and every tax dollar over 70% goes to salary and benefits and there is an acceleration to him of going up multiple pay grades and they are large changes. I have a growing concern for the taxpayers ability to support these raises. We need to look at the process and getting the reality check of outside reclassification process. If we do this and reclassification says the upgrades weren't worth it they go on forever for these individuals we approve tonight. He will vote no on principal for F-1 through F-5.

Councilman Giuliano states my remarks will be applicable for 1 - 5 and his opposition is the process at which we arrived at this. The memo of understanding of considering more than three labor management applications in one fiscal year, that there is no doubt in his mind that this MOU creates a financial responsibility on the current and future budgets and it should have come before the Council. Six in one year is not the same as three in each year. There is a reason that you don't roll them into one year and it should have been discussed. The Union did nothing wrong. The failure is the people sitting on the dais. We need to be more careful next time

Councilman Streeto states while the failure might be the people on the dais and he is not happy about the structure and the people who bear the consequences are the employees and they are asking us to move forward on an agreed upon procedure. We should support this to show our good faith. On this one, there should be no dispute. This is for the Clerk of the Council to deal with 12 of us and at \$39.99, it is \$3 an hour for each of us and we would be remiss if we didn't note the Clerk's job encompasses so many different aspects and she is a valuable resource to the community and this is a long overdue adjustment. I support revisiting Maximus, but in the interim we continue along the lines presented to us and approve them tonight.

Councilwoman Kasper states as I said earlier, we should move ahead with the job study and these jobs should be evaluated by them and we should postpone a decision on them and in the event our consultant agrees, we would make the increase retroactive back to this meeting date. I don't see the problem with holding up this. It would be a six-month wait; they waived their right for this. If the raises are retroactive in fairness to the taxpayer if they come back not warranted, we will pay the increases and they will be redlined. Maximus is antiquated.

Councilman Daley states I support going forward with the reclassifications at this time. We have not appropriated money. They have to look at all the jobs so it is not something that will be done in the next few months. Six would be the shortest if the RFP is issued now. The impact on the taxpayers, I have been involved with approving several studies and it is highly unlikely that it will not cost us because of upgrades. We are here to exercise our judgment; the Charter puts the responsibility on us. Exercise the judgment you are responsible to exercise. If we had to hire someone to do this job today, the question to ask is would we be paying less than what is here and that is the best we can do. We have a responsibility to be fair to tax payers and employees and the labor management process which we contractually have to follow.

Councilwoman Kasper says the MOU that was entered into for this bargaining unit for the changes and upgrades called for a job study and also called for an independent review if the pay scale went up; if that employee would go down after the review, it would be redlined. This MOU, because it obligates us to a job study, also to put a consultant on future labor management committees and to determine who is exempt and nonexempt that is a huge cost. I agree with Councilman Guiliano; we have an ordinance and if there is a financial impact it needs Council approval and we are using salary reserve and she guarantees that there will be an appropriation at the end of the year. It violates our ordinance that it never came through.

Councilman Bauer states he listened to Councilman Daley's comments and responds in practice that he asks us to emphasize the minimum grades and most employees are operating in the maximum grade. They are not being paid the minimum grade and even the minimum grade, if posted to the outside world, the applications would be in the hundreds. My comments about the ability to pay stand.

Councilman Daley states to clarify based on Councilman Bauer's response. The reason he suggested looking at the minimum is, one of the problems that clouds the judgment, we look at the individuals and what they are paid and the benefit of the study is the outside person looks at the job and they benchmark the grades by the outside jobs and what they are paid. We would get a lot of applications, but whether or not we get the people who are qualified, he thinks it would be difficult to get the right mix and training for some of these jobs. The MOU specifically says there would be action taken before the consultant is retained. It doesn't contemplate waiting for the consultant.

Councilman Serra states this was endorsed by Finance and Government in the affirmative. We ratified the contract and agreed to labor management of this contract and we engaged in good faith with labor management and if you feel this way, the concerns should have been brought up before labor management met. We need to

think about this Council’s membership participating in the process. We are the caretakers of the finances. For me, he will not violate the trust made by ratifying the contract and he will support these.

The Chair calls for the vote.

Point of Information

Councilman Serra asks the Chair to clarify the vote. The Chair states the Council is voting to approve the amendments to the job description of the Clerk of the Common Council inclusive with the amendment made by Councilwoman Kasper.

He calls for the vote again. It is six aye votes by Council Members Serra, Santangelo, Faulkner, Chisem, Daley, and Streeto; four nay votes by Council Members Kasper, Giuliano, Kleckowski, and Bauer and one abstention by Councilwoman Bartolotta. The Chair states the matter passes with six affirmative votes, four in opposition and one abstention.

Resolution No.17-14

File Namegccccouncilclerkupgrade2014

DescriptionApproving the amendments to the job description for the Clerk of the Common Council, bargaining unit of Teamsters, local #671, to Salary Grade 13, 40 hours (\$27.03 - \$39.99).

(Amended and Approved)

WHEREAS, the City of Middletown and Teamsters Local #671 have an agreement to implement a Labor Management Committee that shall meet each January to consider changes in salary grade placement for bargaining unit members; and

WHEREAS, during this annual review the Labor Management Committee considered six (6) requests for review and the Committee selected five (5) positions that warranted an increase in salary grade and/or changes in job description; and

WHEREAS, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

NOW, THEREFORE, Be it resolved by the Common Council of the City of Middletown: that effective upon passage by the Common Council, the following changes to the Clerk of the Common Council job description are approved to reflect the increased duties with a recommended salary upgrade to Teamsters Local #671 Salary Grade 13, 40 hours (\$27.03 - \$39.99).

Fiscal Impact: All upgrades for Teamsters, #671 amount to \$19,577 to be covered through salary reserves.

Position Description

Title:Clerk of the Common Council

Department:Common Council

Date:March 2001

Revised January 2014

Salary Grade: 13
Teamsters

Purpose of Position

The purpose of this position is to serve as legislative manager for the Common Council in accordance with applicable requirements, to manage and coordinate the work of the Common Council and to act as liaison to City officials, directors, staff and the public. The work is performed under the direction of the Deputy Mayor.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages Common Council meeting preparation; composes and prepares Council Warrants; types agendas; composes, prepares and files notices of the Council in accordance with applicable requirements in City/Town Clerk’s Office and local newspaper; prepares resolutions and drafts ordinances for Council members, Mayor and directors.
- Composes or reviews and edits submissions including resolutions and ordinances to Council agenda; checks all submissions for compliance with procedures; collates all materials for Council agenda for delivery to Council members and City officials; coordinates Police Officer pick-up and delivery of meeting packets.
- Collaborates and coordinates with bond counsel to ensure Council actions meet all statutory requirements.
- Administers Council actions; attends and records Council meetings, various meetings per month; ~~supervises video technicians~~; ensures meeting compliance with FOIA requirements, composes and types official Council minutes; marks permanent records of Council actions after meetings and notifies directors and staff. Copies videotapes for Library and updates Council Document Manager.
- Trains, schedules, supervises and pays Video Technicians
- Composes and types legal advertisements for Council and coordinates printing; verifies placement of legal ads in newspapers; files legal ads in City/Town Clerk’s Office; provides copies of council proceedings to Clerk’s Office for permanent record and public research, maintaining critical statutory deadlines.
- Administers the operations of the Common Council Office; composes and types correspondence for Council members; maintains Council Document Manager and recommends software design changes; conducts policy and legal research for Council members, directors and the public; prepares related reports.
- Provides research and may perform special projects for the Common Council.

- Responds to inquiries regarding the Common Council, parliamentary procedures for committees and commissions for directors, employees and the public. Advises Council members, directors and staff on protocol and procedures for conducting Council business. Advises the public on City Government and Common Council.
- Prepares and publishes Common Council calendar of meeting dates annually. Updates City meetings lists for public access TV. Schedules meeting rooms. Implements Granicus media streaming to bring live access of Common Council meetings to the public, allowing for government transparency and efficiency.
- Analyzes the Common Council's general fund budget and CNR needs; prepares Council budget for approval; assists in preparing City budget; verifies budget and mill rate for Council adoption; prepares budget resolutions for Council approval; reviews budget changes and forwards to Finance Department.
- Approves and reviews expenditures from Council budgets and prepares purchase orders and requisitions; analyzes equipment needs for the Council. Prepares bid specifications for purchases.
- Maintains and updates City committees and commissions appointments and terms; notifies Mayor of expiring appointee terms.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business, Public Administration or a related field with three years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences, develop alternatives and implement decisions.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, legal opinions, legal ads, resolutions, ordinances, grants, appropriations, minutes, specifications, requisitions, purchase orders, reports, transfers, ordinances, City Charter, rules, manuals, statutes, procedures, guidelines and non-routine correspondence. Requires the ability to advise and provide interpretation regarding the application of policies and procedures.
- Requires the ability to communicate orally and in writing with the Council, Mayor, City Department Heads/Directors and officials, employees, video technicians, vendors, students, teachers and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, cameras, recording equipment, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Point of Order

Councilwoman Bartolotta asks if she has to state the reasons for her abstention. Corporation Counsel Ryan responds not necessarily.

Agenda Item 10F-2

Councilman Daley reads agenda item 10F-2, amending the job description for the Manager of Accreditation, Research & Development and moves it for approval; Councilman Serra seconds the motion.

The Chair asks if there is discussion; hearing none, he calls for the vote. There is a problem with the voice vote.

Motion to Amend

Councilwoman Kasper states she had an amendment to make. The Chair asks to hear it. She states she would like to in first bullet where it says may schedule, she would like the word “May” removed and have it say “Schedules”. Councilman Faulkner seconds the motion. The vote is called and it is unanimous to approve with eleven aye votes

The Chair calls for the vote by roll call:

Councilwoman Bartolotta	Abstain
Councilman Bauer	Nay
Councilman Chisem	Aye
Councilman Daley	Aye
Councilman Giuliano	Nay
Councilman Faulkner	Nay
Councilwoman Kasper	Nay
Councilwoman Kleckowski	Nay
Councilwoman Russo Driska	Absent
Councilman Santangelo	Aye
Councilman Serra	Aye
Councilman Streeto	Aye

The Chair states the result is five for and five against and one abstention. It is a tie. He continues, I will break the tie by voting aye. The Chair states the motion carries with six affirmative votes, five in opposition and one abstention.

Resolution No.	18-14
File Name	gccccmgrofaccres&devbupgrade2014
Description	Approving the amendments to the job description for the Manager of Accreditation, Research & Development, bargaining unit of Teamsters, Local #671, to Salary Grade 13, 40 hours (\$27.03 - \$39.99).

(Amended and Approved)

WHEREAS, the City of Middletown and Teamsters Local #671 have an agreement to implement a Labor Management Committee that shall meet each January to consider changes in salary grade placement for bargaining unit members; and

WHEREAS, during this annual review the Labor Management Committee considered six (6) requests for review and the Committee selected five (5) positions that warranted an increase in salary grade and/or changes in job description; and

WHEREAS, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

NOW, THEREFORE, Be it resolved by the Common Council of the City of Middletown: that effective upon passage by the Common Council, the following changes to the Manager of Accreditation, Research & Development job description are approved to reflect the increased duties with a recommended salary upgrade to Teamsters Local #671 Salary Grade 13, 40 hours (\$27.03 - \$39.99).

Fiscal Impact: All upgrades for Teamsters, #671 amount to \$19,577 to be covered through salary reserves.

Position Description

Title:	Manager of Accreditation, Research & Development <u>Special Projects</u>	
Department:	Police	
Date:	November 2006 <u>Revised January 2014</u>	Grade 10, MMPA 40 hours <u>Grade 13 - Teamsters</u>

Purpose of Position

The purpose of this position is under the direction of sworn personnel, to analyze, evaluate, maintain accreditation and department operations, participate in formulating policies and procedures, advise the Chief on current trends in law enforcement, grant opportunities and manage Police accreditation programs. The work is performed under the direction of the Chief of Police.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages Police accreditation programs. Oversees the accreditation process, including assessments and training. Schedules ~~Schedules~~ on-site accreditation, conducts training conferences and seminars related to professional standards.
- Follows strict confidentiality requirements concerning all departmental correspondence, files, reports and other material.

- Conducts law enforcement research. Reviews legislation and advises the department on changes in the law and related changes in department policy/procedures. Conducts a variety of research projects to keep the department apprised of current trends in law enforcement.
- Advises the Chief and other department personnel on a variety of issues including managerial, operational, procedural and tactical planning.
- Provide emergency on-line support, 24/7, for the department's Computer Aided Dispatch (CAD)/Records Management software suite. Troubleshoot and resolve CAD/RMS questions via phone and e-mail, researches complex computer problems and responds to emergencies.
- Instructs users in a variety of software systems. Prepares training lesson plans, handouts, job-aids and presentation.
- Participates in configuration, daily administration and upgrades for department's Telestaff, IA Tracker, Evidence software, policy management software, and POSTC training management system.
- Conducts a variety of special projects designed to support and assist in improving policies, procedures, operations and programs, for both the Police Department and City-wide.
- Prepares a variety of reports, recommendations and correspondence; drafts agreements; drafts requests for legal opinions ~~of the City Attorney~~; writes emergency plans; prepares grant applications and assists in administering grants.
- Analyzes department policies, including but not limited to procedures for compliance with professional standards, procedures and activities; identifies problems and assists in developing alternative methods and programs.
- Drafts policy and procedures; updates manuals, statutes and ordinances; updates contingency plans of outside businesses.
- ~~Maintains and researches General Orders, Policies and Procedures~~
- ~~Conducts statistical studies, feasibility studies, cost/benefit analysis, etc. Conducts and publish crime analysis.~~
- Attends and reports on meetings. Transcribes recorded meeting minutes.
- Responds to requests for information.
- ~~Performs general clerical tasks which may include answering phones, typing documents, filing documents or processing mail.~~
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Public Administration, Criminal Justice or Business Administration with three years of project planning, project research or project administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as crime statistics, legislation, grants, schedules, diagrams, reports, manuals, General Orders, standards, statutes, maps, policies, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Chief of Police and all department personnel, outside agencies and the public.
- Requires the ability to be proficient in Microsoft Office products such as Word, Excel, Power Point and Outlook.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and to utilize statistics.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

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Agenda Item 10F-3

Councilman Chisem reads agenda item 10F-3, amendments to the job description for the Assistant Director of Finance and moves it for approval. Councilman Streeto seconds the motion.

Councilman Bauer moves for a roll call vote. The Chair states we will do one for each item moving forward.

The Chair calls for the vote by roll call:

Councilwoman Bartolotta	Abstain
Councilman Bauer	Nay
Councilman Chisem	Aye
Councilman Daley	Aye
Councilman Giuliano	Nay
Councilman Faulkner	Nay
Councilwoman Kasper	Nay
Councilwoman Kleckowski	Nay
Councilwoman Russo Driska	Absent
Councilman Santangelo	Aye
Councilman Serra	Aye
Councilman Streeto	Aye

The vote is five in the affirmative and five in opposition, with one abstention. The Chair states we have a tie and I break the tie by voting in the affirmative; he states the matter passes with six in favor, five in opposition and one abstention.

Resolution No. 19-14**File Name gccccasstfinancedir(2)upgrade2014****Description Approving the amendments to the job description for the Assistant director of Finance (2), bargaining unit Teamsters, Local #671, to Salary Grade 20, 40 hours (\$27.85 - \$56.02)****(Approved)**

WHEREAS, the City of Middletown and Teamsters Local #671 have an agreement to implement a Labor Management Committee that shall meet each January to consider changes in salary grade placement for bargaining unit members; and

WHEREAS, during this annual review the Labor Management Committee considered six (6) requests for review and the Committee selected five (5) positions that warranted an increase in salary grade and/or changes in job description; and

WHEREAS, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

NOW, THEREFORE, Be it resolved by the Common Council of the City of Middletown: that effective upon passage by the Common Council, the following changes to the Assistant Director of Finance (2) job description are approved to reflect the changes to the department organizational structure and increased duties with a recommended salary upgrade to Teamsters Local #671 Salary Grade 20, 40 hours (\$37.85 - \$56.02);

Fiscal Impact: All upgrades for Teamsters, #671 amount to \$19,577 to be covered through salary reserves.

Position Description

Title:	Assistant Director of Finance		
Department:	Finance		
Date:	December 2000	Salary Grade:	17 <u>20</u>
	<u>Revised: January 2014</u>		Teamsters

Purpose of Position

The purpose of this position is to oversee and supervise the Accounting, Purchasing and Payroll Divisions and the Tax Collector's Office, to oversee receiving, recording and reconciling of all City revenues, to maintain accounting controls of City expenditures, investments and benefit programs and to act in the absence of the Director. The work is performed under the direction of the Director of Finance.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises the Accounting, Purchasing and Payroll Divisions' and the Tax Collector's Office operations and personnel; assists in selecting new employees; provides instruction and training; plans, coordinates, assigns

and reviews work; allocates personnel; maintains standards and evaluates performance. Plans work according to Fiscal Year Schedule.

- Acts in the absence of the Director; responsible in all administrative matters requiring the Director's signature.
- Oversees the revenue and expenditure of all department fund allocation within the approved budget. Recommends data processing applications for accounting functions.
- Manages the daily office activities involved in the keeping of accounts and financial records of the City. Prepares and/or maintains all accounting records, financial statements and reports; composes routine correspondence. Reviews funds; pays bills. Prepares statistical and narrative reports for federal, state and local agencies, Administration, Council members, or Department Heads.
- Confers with City Officials, Boards, Commissions, Committees, community groups and the public to provide information and resolve problems and complaints; responds to inquiries from other City departments, employees and vendors.
- Coordinates Fiscal Year closings; coordinates the efforts of the external auditors in the review of the financial affairs of the City. Prepares Comprehensive Annual Financial Report in conjunction with the annual audit process.
- Implements approved budgets; approves purchase orders; and authorizes encumbrances in the absence of the Supervisor of Purchasing.
- Establishes and maintains accounting for special projects, grants and related fiscal matters; establishes new funds and accounts as needed.
- May provide confidential financial information, as requested and as needed.
- Compiles data for bond and note offerings; oversees the implementation of various capital projects (including schools and sewers), bonding projects and assists with pension management.
- Assists in personnel actions.
- Trains Citywide personnel in bill paying and the purchase order system.
- Attends Board and Committee meetings.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Accounting with ~~three~~ four years' experience in government fund accounting or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as budgets, grants, invoices, requisitions, meeting minutes, journal entries, schedules, ordinances, charter, correspondence, economic analysis, and organizational analysis.
- Requires the ability to communicate orally and in writing with the Director of Finance and all Department Personnel, other Department Heads, Mayor, Council members, City employees, vendors, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and statistics.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

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Agenda Item10F-4

Councilwoman Bartolotta reads agenda item 10F-4 approving the amendments to the job description for the Manager of Human Resources, Board of Education and moves it for approval. Councilman Santangelo seconds the motion.

The Chair calls for the vote by roll call:	
Councilwoman Bartolotta	Abstain
Councilman Bauer	Nay
Councilman Chisem	Aye
Councilman Daley	Aye
Councilman Giuliano	Nay
Councilman Faulkner	Aye
Councilwoman Kasper	Nay
Councilwoman Kleckowski	Nay
Councilwoman Russo Driska	Absent
Councilman Santangelo	Aye
Councilman Serra	Aye
Councilman Streeto	Aye

The Chair states the matter passes with six affirmative votes, four in opposition and one abstention.

Resolution No.	20-14
File Name	gccccmgrofhumanresboeupgrade2014
Description	Approving the amendments to the job description of the Manager of Human Resources, Board of Education, bargaining unit of Teamsters, Local #671, to Salary Grade 14, 40 hours (\$28.57 - \$42.28).

(Approved)

WHEREAS, the City of Middletown and Teamsters Local #671 have an agreement to implement a Labor Management Committee that shall meet each January to consider changes in salary grade placement for bargaining unit members; and

WHEREAS, during this annual review the Labor Management Committee considered six (6) requests for review and the Committee selected five (5) positions that warranted an increase in salary grade and/or changes in job description; and

WHEREAS, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

NOW, THEREFORE, Be it resolved by the Common Council of the City of Middletown: that effective upon passage by the Common Council, the following changes to Manager of Human Resources (BOE) job description are approved to reflect the increased duties with a recommended salary upgrade to Teamsters Local #671, Grade 14, 40 hours (\$28.57 - \$42.28).

Fiscal Impact: All upgrades to the Teamsters, #671 amount to \$6,127 for BOE positions: February-June 2014.

Position Description

Title:	Manager of Human Resources		
Department:	Board of Education		
Date:	March, 2012	Salary Grade:	42- 14
	Revised: January 2014		Teamsters
			12 month position

Purpose of Position

The purpose of this position is to administer the Board of Education’s personnel and labor relations programs for Certified Staff and to assist with Local #466 positions. The work is performed under the direction of the Superintendent of Schools

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate and participate in the recruitment of certified staff and paraprofessionals.
- Coordinates annual job fairs as necessary.
- Maintain an up-to-date applicant file of prospective candidates for all certified staff and paraprofessionals.
- Develop recruitment strategies to encourage and maintain diverse candidate pool for certified staff and paraprofessionals.
- Develop and maintain a system for personnel records for all certified and paraprofessional employees, in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment including but not limited to, transfer, tenure, retirement, leave and promotion.
- Maintain accurate databases on all certified and paraprofessional employees including, but not limited to, education level, salary, assignments, tenure, seniority and longevity.

- Assists in administering collective bargaining agreements, including salary schedules for all certified and paraprofessional employees.
- May assist with the administration of the AFSCME Local #466 collective bargaining agreement, including hearing first step grievances, investigations and pre-disciplinary meetings in coordination with the City's Human Resources Division of the Office of the General Counsel.
- Oversees the administration and supervision of the Insurance/Benefits office.
- Assist in the preparation of materials for all certified and paraprofessional collective bargaining negotiations and budget development.
- Administers Drug/Alcohol testing, FMLA, ADA, FSLA, EEO, EAP and other mandatory state or federal employee programs for the certified and paraprofessional employees.
- Assists in the coordination and support of all professional development activities under the direction of the Associate Superintendent by maintaining Continuing Education Unit (CEU) computer program for the district.
- Maintain up-to-date Job Descriptions for all certified and paraprofessional positions.
- Assists the facilitator of the Beginning Educator Team Program for the district and place student teachers within the district.
- Facilitate placement of Student Teachers within the district.
- Organize and assign a corps of qualified substitute teachers, and paraprofessionals.
- Maintain State of Connecticut Personnel files including, but not limited to, State of Connecticut Department of Education reports and Highly Qualified Data Reports
- Responds to and attends hearings involving unemployment compensation claims filed by certified and paraprofessional employees and former certified and paraprofessional employees.
- Attends Board of Education meetings as requested.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Human Resources, Public Administration or a related field with 3 years of related human resources/administrative experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires possession of a valid Connecticut driver's license. Applicants must pass a background investigation as part of the conditional offer of employment.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, applications, test results, lists, letters, reports, contracts, rules and regulations, policies, codes, ordinances, statutes, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Superintendent and all Middletown Board of Education Administrative staff, other City Department Heads and employees, examiners, panel members, vendors, the Board of Education, applicants, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

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Councilman Daley reads agenda item 10F-5, amendments to the job description of the Manager of Financial Operations at the Board of Education and moves it for approval. Councilman Faulkner seconds the motion. There is no discussion.

The Chair calls for the vote by roll call:

Councilwoman Bartolotta	Abstain
Councilman Bauer	Nay
Councilman Chisem	Aye
Councilman Daley	Aye
Councilman Giuliano	Nay
Councilman Faulkner	Aye
Councilwoman Kasper	Nay
Councilwoman Kleckowski	Nay
Councilwoman Russo Driska	Absent
Councilman Santangelo	Aye
Councilman Serra	Aye
Councilman Streeto	Aye

The Chair states it is six votes in the affirmative and four in the negative and one abstention; the motion passes.

Resolution No.	21-14
File Name	gccccmgrfinopboeupgrade2014
Description	Approving the amendments to the job description of Manager of Financial Operations, Board of Education, Bargaining unit of Teamsters, Local #671, to Salary Grade 16, 40 hours (\$31.66 - \$46.87).

(Approved)

WHEREAS, the City of Middletown and Teamsters Local #671 have an agreement to implement a Labor Management Committee that shall meet each January to consider changes in salary grade placement for bargaining unit members; and

WHEREAS, during this annual review the Labor Management Committee considered six (6) requests for review and the Committee selected five (5) positions that warranted an increase in salary grade and/or changes in job description; and

WHEREAS, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

NOW, THEREFORE, Be it resolved by the Common Council of the City of Middletown: that effective upon passage by the Common Council, the following changes to Manager of Financial Operations (BOE) job description are approved to reflect the increased duties with a recommended salary upgrade to Teamsters Local #671, Grade 16, 40 hours (\$31.66 - \$46.87).

Fiscal Impact:	All upgrades to the Teamsters, #671 amount to \$6,127 for BOE positions: February-June 2014.
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Position Description

Title:	Manager of Financial Operations		
Department:	Board of Education		
Date:	March, 2003 <u>Revised: January 2014</u>	Salary Grade: <u>16</u>	12A Maximus Title Change 6/2005 through Memorandum of Understanding. Inclusion to MMPA, Salary Grade 12A Maximus, 6/2005.

Purpose of Position

The purpose of this position is the daily coordination of the Middletown Board of Education Business Office and to oversee the Board of Education expenditures district-wide. Assist in the development of the Board of Education's annual budget. Monitor all State and Federal grants for the Board of Education. This work is performed under the direction of the ~~Associate~~ Superintendent of Schools.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or inclusive. Other duties may be required and assigned.

- Assists the ~~Associate~~ Superintendent with all financial reporting. Assists in the preparation of the Board of Education budget.
- Maintains all accounting records; maintains files databases, spreadsheets, ledgers, journals and other documents. Maintains all expenditure reports.
- Oversight of ~~Oversees and monitors~~ the Board of Education Budget, including all City allocations, grants, donations, enrichment programs, Adult Education Center funding and cafeteria services' revenues.
- Implements approved budget, directs and controls all expenditures, receives and processes all purchase orders, ensures fiscal compliance with Special Revenue funds and all state, federal and local ordinances and laws.

- Collaborates with the Special Education Department and Grants Coordinator to maintain accurate accounting for grants and other donation accounts; establishes new funds and accounts, as needed.
- Prepares a variety of reports, documents and correspondence; prepares administrative financial reports, signs contracts. Prepares year-end reports for the State of Connecticut, outside auditors; prepares revenue and expenditure projection reports.
- Supervises and coordinates Business Office staff, including accounting, payroll, purchasing/procurement. Assists in selecting new employees; provide instruction and training; plans, coordinates, assigns and reviews work; maintains office standards and evaluates performance.
- Provides technical assistance and support to all Board of Education divisions, administrators, directors, teachers, vendors, parents and the public; prepares financial data for all divisions; acts as fiscal agent for outside agencies
- Administers the 403B and 457 Deferred Compensation Plans for the Board of Education. Approves all loan, transfers, withdrawals and hardship requests under the deferred compensation plan.
- Acts as liaison for the outside auditors; coordinates fiscal year opening and closing.
- Examines and adjusts all activity and Scholarship Activity accounts.
- Attends Board of Education meetings and sub-committee meetings as required.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Accounting or closely related field with four years of progressively responsible accounting/supervisory experience or an Associate's Degree in Accounting or closely related field with six years of progressively responsible accounting/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Requires the ability to perform high-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line coordination. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, purchase orders, grants, fiscal summaries, audit reports, lists, projects, manuals, statements, journals, ledgers, procedures and non-routine correspondence.
- Requires the ability to communicate orally and writing with the Superintendent, Associate and Assistant Superintendents and all Business Office staff, Board of Education members, teachers, administrators, City Directors, vendors, parents and the public.

Mathematical Ability

- Requires the ability to perform high level addition, subtraction, multiplication and division; calculate percentages and decimals along with the ability to perform mathematical operations with fractions and to utilize statistics.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

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Agenda Item 10G

Councilman Streeto reads agenda item 10G regarding a bid waiver for the Smoke Stack at the Police Department and moves it for approval. Councilman Santangelo seconds the motion. Hearing no discussion, the Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No. 22-14

File Name pdroofstackbidwaiverFY14

Description Approving waiving the competitive bid requirement in accordance with Section 78-8 of the Middletown Code of Ordinances to allow the Police Department to use Romco Contractors to complete the roof stack project approved by the Council using LoCIP funds.

(Approved)

Whereas, the Middletown Police Department has properly submitted necessary paperwork to the City's Purchasing and Standardization Committee, which has approved the requested Bid Waiver with a unanimous vote on January 15, 2014; and

Whereas, the City of Middletown Police Department has had long-standing problems due to oven fumes from the restaurant; and

WHEREAS, Romco Contractors, Inc. was contacted and visited the site and provided a quote to remedy the fume problem including engineering parameters that fell within our allotted LoCip budget; and

Whereas, the City of Middletown Police Department made several unsuccessful attempts to solicit additional quotations for the scope of work from other area vendors; and

WHEREAS, funds are already appropriated through LoCip for this project in the amount of \$9000; and

NOW, THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That section 78-8 of the Middletown code of Ordinance's be waived to allow the Police Department to use Romco Contractors, Inc. to complete the roof stack project within the pre-approved LoCip budget represented in this resolution.

FINANCIAL IMPACT STATEMENT: The Police Department will be using the \$9000 in LoCip money that was approved for this purchase.

Agenda Item 10H

Councilman Serra reads agenda item 10H, a transfer in the Police Department's CNR for the Smoke Stack and moves it for approval; his motion is seconded by Councilwoman Kasper. The Chair, seeing no discussion, calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

Resolution No.	23-14
File Name	pdSmokeStackCNRFY14
Description	Approving creating a new line item in the Police Department CNR for fiscal year 2014 Entitled Roof Smoke Stack and approving a transfer from CNR line item #2070-118000-79654-0000-00000-2014 Computer Software/Equipment in the amount of \$900 into the new CNR line item entitled Roof Smoke Stack.

(Approved)

WHEREAS, the current smoke stack on the roof of the Police Department has created an ongoing air quality problem within the building; and

WHEREAS, LoCip funds in the amount of \$9,000 have been acquired for the extension and remediation of the smoke stack problem; and

WHEREAS, recent changes to the scope of the project require an additional \$900 to complete the project; and

WHEREAS, the Police Department has \$900 in funds available in its current FY 14 CNR budget under Computer Software/Equipment 2070-18000-79654-0000-00000-2014-000; and

WHEREAS, the Police Department is requesting the transfer of these appropriated FY 14 CNR funds to cover this expense; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That a new line item entitled Roof Smoke Stack be created in the Fiscal Year 2014 Police CNR; and

BE IT FURTHER RESOLVED: That \$900 be appropriated from CNR line #2070-18000-79654-0000-00000-2014-000 Computer Software/Equipment and transferred to this new CNR line item #2070-18000-XXXXX-0000-00000-2014-000 and labeled Roof Smoke Stack.

Agenda Item 11

Mayor's Appointments

(Approved)

The Mayor reads the appointments. Councilman Chisem moves them for approval and is seconded by Councilman Streeto. There is no discussion. The vote is called and it is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously.

Inland/Wetland and Water Courses Agency:

Reappointment of Robert Whitney to October 31, 2016.

Conservation Commission:

Appointment of Steven Ladd to February 15, 2016.

Reappointment of Jane Brawerman to February 15, 2019.

Reappointment of Kate Miller to February 15, 2019.

Appointment of David O'Brien as an alternate to February 15, 2019.

Agenda Item 13

Questions to Directors on Nonagenda Items

There are no Questions to Directors on Nonagenda Items.

Motion to Adjourn

Councilman Bauer moves to adjourn and his motion is seconded by Councilman Serra; there is no discussion. The vote is called and it is unanimous to approve with eleven aye votes. The Chair declares the meeting adjourned at 8:30 p.m.

ATTEST:

**MARIE O. NORWOOD
COMMON COUNCIL CLERK**